

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000215  
Grade 16**

**FISCAL ASSISTANT**

**DEFINITION OF CLASS:**

This is paraprofessional accounting work requiring a basic understanding of accounting systems, policies and procedures to examine, verify, process and maintain accounts and accounting data, such as posting entries to and maintaining accounting journals and ledgers, calculating and preparing monthly billings, and assisting an accounting supervisor or accountants by verifying figures and proofing special financial reports. Contacts are primarily internal, with co-workers, supervisors and others in the department, to learn and apply procedures and exchange accounting information. Contacts with other agencies, vendors, contractors and other outside parties occur primarily to exchange factual information or clarify information used in accounting reports. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work.

Employees in this class are responsible for accounting tasks involved in maintaining journals, ledgers and other financial records, according to established procedures and instructions received from the supervisor. This work requires knowledge of standardized bookkeeping processes; accounting terminology; generally-accepted accounting procedures and techniques; general accounting policies, formats and practices of Montgomery County; personal computer capabilities and the application of specific computerized systems to issues of format and content in County and departmental financial management; FAMIS and ADPICS computer software programs; and the procurement policies and practices of Montgomery County. Supervisory controls take the form of continuing assignments, with additional instructions provided for new or unusual assignments. Extensive guidelines exist in the form of rules, regulations and accepted accounting procedures; purchase of services guidelines; procurement regulations; FAMIS and ADPICS manuals; departmental policies and procedures; contracts; software manuals; administrative manuals; and other established procedures and policies. The complexity of the work derives from the policies and procedures that guide the work or from communications with County employees unfamiliar with accounting, but the work is limited in variety and depth of analysis. The scope and effect of the work center on support to the supervisor, higher-grade paraprofessionals or financial professionals in the preparation and reconciliation of accounting documents and data. The accuracy and timeliness of the work impact on the reliability of the daily output of the individual or office and periodic accounting and financial reports and statements. The work is performed in an office environment, contains no significant hazards, and is characterized as sedentary.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Prepares journal entries to record accounts receivable such as rents, charges for services, reimbursements to County, and other miscellaneous charges.
- Prepares and calculates monthly billings as assigned by supervisor.
- Audits the charge codes, including index code, sub-object code, project/project detail codes or grant/grant detail codes and the amount of the journal entries prepared by County departments and agencies and prepares vouchers for payment by Accounts Payable.

- Analyzes various accounts as assigned by supervisor on a monthly basis.
- Assists supervisor, higher-grade paraprofessionals or financial professionals in preparing and proofing recurring financial statements.
- Analyzes computer runs in order to verify financial data.
- Determines the appropriateness of refunds or additional amounts due as a result of abatements on both real and personal property accounts.
- Assists supervisor in all areas of billing to ensure timely processing.
- Provides general administrative support to other unit/division/departmental functions as needed.
- Calculates revised tax bills.
- Receives, logs, and analyzes daily deposits for all facilities within the department against the daily cash balances report.
- Generates general ledger report and cash balance report for each posting date; reconciles with daily receipts; prepares revenue transmittals; deposits daily receipts at bank and delivers to Treasury copies of deposit slips and revenue transmittals for check and credit card transactions.
- Receives and posts payments to cash accounts.
- Reconciles credit card transactions.
- Researches and investigates merchant charge back requests and/or duplicate charges, and makes adjustments accordingly.
- Reconciles and records all departmental revenue and interface into FAMIS.
- Processes and posts ADPICS documents for purchase of and payment for items, goods and services required by the department.
- Tracks travel expenses, processes travel documents, and prepares various expenditure reports and updates.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of or the ability to rapidly acquire knowledge of the accounting policies, formats and practices of Montgomery County.
- Knowledge of standardized bookkeeping processes, accounting terminology and generally-accepted accounting procedures and techniques. This includes ability to maintain general and subsidiary ledgers and journals and to help prepare periodic financial statements and reports.
- Knowledge of personal computer capabilities and the application of computer systems to issues of format and content in County and departmental financial management.
- Knowledge of FAMIS and ADPICS computer software programs.
- Knowledge of the procurement policies and practices of Montgomery County.
- Skill in processing procurement documents in the ADPICS software program.
- Skill in creating and maintaining Excel spreadsheets.
- Interpersonal skills to interact effectively with personal contacts in a business-like, customer service oriented manner.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Four (4) years of progressively responsible, fiscally-related clerical experience (e.g., posting journal entries, processing fiscal actions using automated systems) including demonstrated proficiency with integrated word processing and spreadsheet functions.

**Education:** Completion of an Associate of Arts degree with a major in Accounting or completion of 12 acceptable college credit hours in Accounting.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** August 1975

**Classification Study:** March 1987 (M)

**Classification Study:** August 1994 (M)

**Classification Study:** November 2006(M)

October 2007

August 2013

September 2014